
Requirements

- A completed checklist.
- Proof of liability insurance in the amount of \$2,000,000 (or greater—determined by City), naming the City of Nanaimo as an additional named insured is a mandatory requirement. Permits will not be approved unless this is in place.
- Detailed map of sufficient size, showing the proposed route, including the street names, direction of travel, locations and dimensions of temporary structures, barricades/pylons, spectators, emergency vehicle access, traffic control personnel, and routing directions. To print and view maps for Nanaimo city streets, see City Map at www.nanaimo.ca.
- Hand-delivered notification of affected residents and/or businesses will be required.
- Advertisement in local papers for event road closures may be required.
- Certified traffic control personnel will be required. Volunteers are not sufficient.
- Organizers will be responsible for approval for use of private property.
- Any use of City of Nanaimo Parks faci-

ties that include any portion of the Parkway Trail or E&N Trail, as well as public parks, will require prior approval from the City of Nanaimo Parks, Recreation and Culture Department, 500 Bowen Road, Nanaimo, BC, phone 250-755-7500 and a separate permit is required.

- Ministry of Transportation approval if using any portion of Highway #19, Highway #19A or the Trans Canada Highway #1 (i.e. Stewart Avenue, Nicol Street, Terminal Avenue, Parkway).
- Organizations may also be required to provide bonding for RCMP traffic control or certified traffic control persons, extra barricades, signage or street sweeping.
- Questions about Food Trucks should be directed to Business Licensing.

In order to efficiently process these applications and meet advertising deadlines, completed applications along with the attached requirements, should be submitted to the Engineering Department at the email address below, no earlier than 6 months prior to event and no later than 30 working days prior to commencement of the event.

**If you have questions, please call the
Engineering Department
at 250-755-4409**

or email engineeringinfo@nanaimo.ca

Updated - 2022

Special Events and Road Closures



**ENGINEERING AND
PUBLIC WORKS DEPARTMENT**
www.nanaimo.ca